

CONFERENCE ROOM RULES & REGULATIONS

ALCOHOLIC BEVERAGES: *CONSUMPTION, POSSESSION SELLING OF ALCOHOLIC BEVERAGES, IS NOT PERMITTED AT ANY TIME IN THE PARK. EVIDENCE OF ALCOHOL USE WILL RESULT IN FORFEITURE OF YOUR PERMIT AND POSSIBLE CRIMINAL CHARGES.*

City Code 24-13.1 , City Code 26-35

MUSIC: Amplified music may only occur when renting an indoor facility. The volume of audible sound outside should not interfere with the public's right to quiet enjoyment of the park.

DECORATIONS: NO CONFETTI, RICE, FLOWER PETALS, OR BIRDSEED MAY BE USED IN THE CONFERENCE ROOM.

BALLOONS ARE NOT ALLOWED ANYWHERE IN THE PARK. You are not permitted to use tape, tacks or nails to attach anything to the walls.

PATIO: No one may drive any vehicle onto the patio or lawn. No barbecuing is allowed on the patio itself.

NO WAX CANDLES ALLOWED IN THE CONFERENCE ROOM.

DISPOSABLE PRODUCTS: Plastic items that are non-recyclable or cannot be washed are strongly discouraged.

SMOKING: No smoking allowed inside the facility.

COOKING EQUIPMENT: NO DEEP FRYERS AND NO COOKING WITH OIL. Propane grills and charcoal grills are allowed.

BARBECUE: The barbecue grill just outside of the patio is for your use. No grilling is allowed on the patio.

CATERING: You may cater your own event or hire a caterer of your choice. Caterers must contact the Reservationist for information regarding use of the facilities no less than 30 days before the reservation date. All food/refreshments must be prepared in advance due to the limited space in our Staff kitchen. **Absolutely nothing** is to be set up in the office and/or hallway space – this is in order to maintain compliance with Fire Marshall safety regulations. For example, NO buffet tables, gift tables, ice chests, drink coolers... **NOTHING**, or you risk being shut down.

CAPACITY: Maximum 75 for "sit-down" events, maximum of 100 for theater-style seating. No chairs, tables, or any other objects may be placed in the halls, doorways or kitchen of the Nature Center. These are considered fire exit obstructions and pose a serious hazard. Restrooms and hallways are not for the sole use of the Conference Room occupants. Please remember that the Nature Center facilities are open to the public.

SOLICITATION & SALES: You are not permitted to sell, solicit, peddle, rent any goods/wares, or collect any money within the park unless you obtain prior written permission from the Park Manager.

SET-UP, TAKEDOWN & DELIVERIES: The Sandy Bottom Nature Park staff is not responsible for setting up and/or taking down the tables and chairs. This is the responsibility of the User and must be completed within the time period reserved. All deliveries and pick-ups must be scheduled within the contracted time period.

DEPOSIT REFUND: Your deposit may be applied toward carpet cleaning, painting, repairs, and general cleaning etc., if necessary. Restrooms are a part of the Nature Center facilities and are expected to be left in a state of reasonable cleanliness. Please be sure to have a checklist completed by a ranger/ranger aide before your departure. These may be obtained at the front desk in the Nature Center. Failure to have this form completed may result in the forfeit of your refund.

PAYMENTS: Monday -Friday 9:00am-4:30pm. Guaranteed reservations require a **\$100 security deposit**, paid at time of reservation, with the rental balance due **60 days prior to reservation date**. Make separate checks out to "City of Hampton".

CANCELLATION: If a written notice is sent to the Reservationist 60 days prior to your reservation date, you will receive full payment. If you cancel less than 60 days prior to your reservation date, you will be charged a \$25 cancellation fee. If cancellation **is not received in writing, all funds** will be forfeited. Refunds **will not** be given due to inclement or unfavorable weather.

TRANSFERS: One date transfer is allowed any time up to 60 days before original date at no cost. We Do NOT guarantee that the date you want to switch to will be available.

LAWS: You must comply with all rules, regulations and laws concerning your rental and use of the Conference Room.

SUBLETTING: A User Contract is only valid between Sandy Bottom Nature Park and the original contracted User. Subletting is not permissible and it invalidates any User Contract.

THE SPEED LIMIT IN THE PARK IS 15 MPH AT ALL TIMES

TERMINATION: Sandy Bottom Nature Park reserves the absolute right, at any time prior to or during your use of any rental facility(s), to cancel your reservation and to terminate this agreement in the event of emergency, casualty, physical damage to the property or building, or other occurrence which is the sole discretion of the Park Manager or the Parks and Recreation Department, render the rental facility(s) unsuitable or unsafe for use by you, or which requires use of the rental facility(s) for emergency purposes. Such occurrences include, without limitation, any of the following:

1. Fire, flood, weather damage, other casualties or acts of God causing physical damage to the Sandy Bottom Nature Park rental facility(s).
2. The making of improvements, alteration or repairs required by law or otherwise necessary to put or maintain the building and facilities in a safe and fully functional condition, including unexpected delays in the completion of such repairs, improvements, or alterations;
3. Fire, flood, weather damages, other casualties or acts of God creating an emergency situation on the property.

In the event that your reservation and this agreement are terminated pursuant to this provision, Sandy Bottom Nature Park shall not be responsible or liable for any direct, indirect, incidental or consequential damages resulting from such termination

CLEANING AND DAMAGE DEPOSIT: When you make your reservation you will be required to pay a refundable deposit. For your protection, you should make a pre-event inspection of the premises and notify the Reservationist of any pre-existing structural damage that may later effect your refund. Allow 2-4 weeks to receive refundable deposit. The following are required for you to receive your refund:

1. Removal of decorations, personal property and rental equipment from premises.
2. Place all tables and chairs back in the storage closet according to the chart on the closet doors.
3. Remove of all debris from kitchen, restroom and patio areas.
4. Have everyone in your group including caterers and other hired staff completely out of the building by designated time.
5. **In short, leave the room looking as it did when you arrived, with the exception of the fine cleaning.**
6. Return all equipment, supplies, etc. in the same condition as when received.
7. Adhere to all the rules and regulations outlined at Sandy Bottom Nature Park.
8. **Place all trash in bags provided by the park, tie and leave on the patio.**

FAILURE TO FOLLOW ANY OR ALL OF THE RULES LISTED will result in partial or no refund. If there is physical damage to the conference room or grounds, or evidence of contraband material are found, your deposit may be forfeited and will at the very least be retained until the cost of repair, cleanup and/or replacement exceeds the deposit. Such additional sum shall be immediately due and payable to the park. **YOU WILL BE ASKED TO LEAVE THE PARK IMMEDIATELY.**

USE AGREEMENT

I agree to abide by the rules governing the use of the Sandy Bottom Nature Park facility(s) set forth above and agree to be responsible for any damages done to the room, grounds, furnishings and/or equipment by my group as determined by the park staff. I specifically agree to confine my activities to the designated areas as stated above and vacate the facilities by the end of my agreed rental period, leaving them in the condition in which they were found. I understand failure to follow rules set forth above can result in the loss of all or part of my security deposit and/or require extra payment above what has already been tendered. Hampton Parks & Recreation Department maintains the right and authority to amend or cancel this permit at anytime should the applicant fail to abide by conditions agreed to or if public safety and welfare so dictate. These documents represent department policy pertaining to day-to-day administration and management of public campgrounds and day-use facilities to ensure the enjoyment and safety of our visitors.

Violation of any conference room and or park rules is ground for eviction and possible criminal charges. Anyone who is evicted is not entitled to a refund.